

Iowa Department of Public Health

Iowa Gambling Treatment Program

# **Data Integrity Reports Manual**

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## INTRODUCTION

The Iowa Gambling Treatment Program has developed a series of **Monthly** and **Quarterly** Data Integrity Reports to provide agencies with I-SMART Gambling Domain data to assist in program management/monitoring and IowaGrants.gov claim reconciliation.

In general, between the 17<sup>th</sup> and 20<sup>th</sup> of each month, providers will receive the reports (in some cases programs have requested to receive the reports more frequently, or a different date). The reports are generated by the Sequel Server Reporting System as a subscription and are sent to the generic “data integrity” email address that is on file with IDPH.

There are two types of reports:

- **Quality Assurance** – These reports identify submitted IGTP data/activities with identified concern(s). Programs are to look up the identified record in I-SMART, and where appropriate correct, or in the case of a missing activity, complete the missing activity. Corrections are expected to be completed by midnight of the 2nd Monday of the following month.
- **Informational** - These reports contain IGTP client and prevention data to assist with service tracking and claims reconciliation between IowaGrants.gov and I-SMART service/encounter data. Any necessary corrections in I-SMART are expected to be completed by midnight of the 2nd Monday of the following month. Any IowaGrants.gov claim corrections necessary should be made on the next claim submitted.

## MONTHLY REPORTS

### QUALITY ASSURANCE REPORTS

#### GAMBLING ASSESSMENT RECORD MISSING MATCHING ENCOUNTER

There will be a separate report for each ASSESSMENT TYPE (Crisis Intervention, Placement Screening, and Admission) containing the UCN’s of clients who have a completed GAMBLING ASSESSMENT (Crisis, Placement Screening, Admission) that does not have a matching SERVICE/ENCOUNTER entered in I-SMART that has a matching EVENT TYPE (Crisis, Placement Screening, Admission).

##### **ACTION:**

For the listed UCN’s on the report, verify that the listed ASSESSMENT ACTIVITY took place. If so, then correct the ENCOUNTER for the ASSESSMENT ACTIVITY to match the ASSESSMENT ACTIVITY date. If not, create an ENCOUNTER for the ASSESSMENT ACTIVITY date.

#### GAMBLING ADMISSION LIST WITH NO ENCOUNTERS IN LAST 75 DAYS AND NO DISCHARGE

This report contains a listing of clients who have a completed ADMISSION record and do not have a SERVICE/ENCOUNTER submitted/entered for 75 days from the last service date AND do not have a DISCHARGE module/record completed/submitted.

##### **ACTION:**

For the listed UCN’s on the report, verify the discharge status, and if the DISCHARGE ASSESSMENT has not been completed, complete the DISCHARGE ASSESSMENT. In the case where a listed client is still active, enter any missing encounters or document in the client file/record why the case has remained open for 75 days without a service.

## INFORMATIONAL REPORTS

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### 30 DAY FOLLOW-UP REPORT

This report will show those admitted clients by UCN that have not had a 30 Day Follow-up completed.

**ACTION:**

For the listed UCN's, schedule/complete the 30 Day Follow-up within 45 days post Admission.

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### IGTP TREATMENT ENCOUNTER DETAIL

This report contains the raw encounter detail as a CSV file for the problem gambling treatment and recovery support service encounters for the previous month.

**ACTION:**

This report can be used to help create the IowaGrants.gov claim and aid in reconciliation.

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### IGTP PREVENTION STRATEGIES DETAIL WITH EDUCATION SERVICE ID

This report lists data for the previous month's problem gambling prevention services and will be sent monthly to your agency.

**ACTION:**

This report can be used to monitor/reconcile activity against activity entered into I-SMART.

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### IGTP RSS SERVICES BY CLIENT (PROJECT PERIOD) **COMING JANUARY 2016**

This report will list by UCN the Recovery Support Services that have been entered into I-SMART for the project period.

**ACTION:**

This report can be used to monitor/reconcile RSS activity with agency RSS documentation and monitor individual RSS caps and the client maximum for the project period.

## QUARTERLY REPORTS

## INFORMATIONAL REPORTS

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### EDUCATION SERVICE STRATEGY BY COUNTY

This report lists data for the previous quarter's problem gambling prevention services by county and will be sent quarterly to your agency.

**ACTION:**

This report can be used to monitor/reconcile activity against activity entered into I-SMART, ensuring activity in all counties of the contracted service area.

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### IGTP 24 MONTH CLIENT ACTIVITY REPORT (NO DISCHARGE)

This report contains the UCN, Admission Date, and last encounter/service date for those clients who have an Admission date that occurred 24+ months ago.

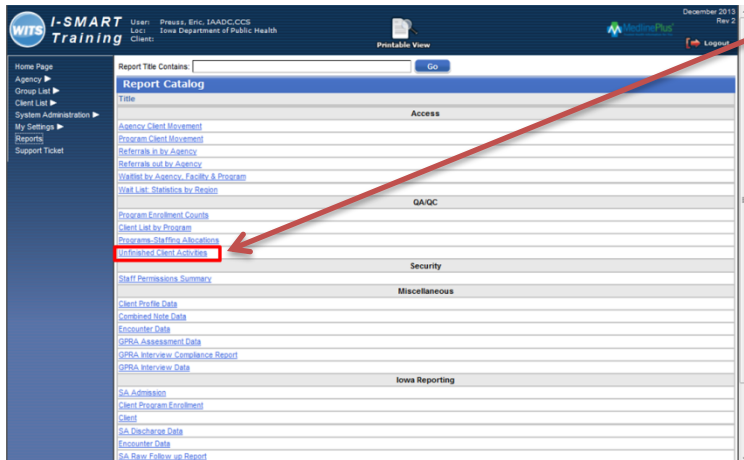
This report will be used to complete the IGTP Annual Report due to IDPH at the close of the fiscal year.

**ACTION:**

- If there has not been any activity since the last service date listed, then discharge the client.
- If no service date is listed, then please enter the missing encounters, and if there has not been any activity in the last 45 days, then please complete the DISCHARGE ASSESSMENT.
- This report will assist in completion of the IGTP Annual Report due to IDPH at the close of the fiscal year.

## UNFINISHED CLIENT ACTIVITIES

This is a report that programs are to run each month in I-SMART to identify clients that have incomplete activities in the I-SMART Gambling Domain. The **Unfinished Client Activities** report is located in I-SMART/Reports/QA-QC/Unfinished Client Activities.



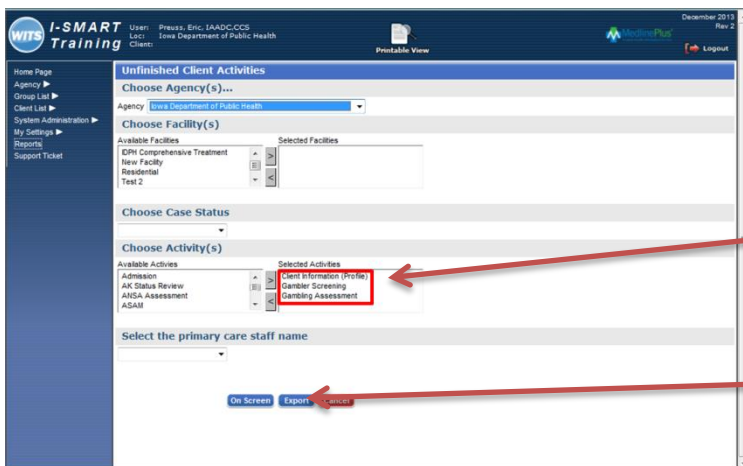
Click on “Unfinished Activities”

If your agency has facilities that are specific to Problem Gambling services, then they can be selected.

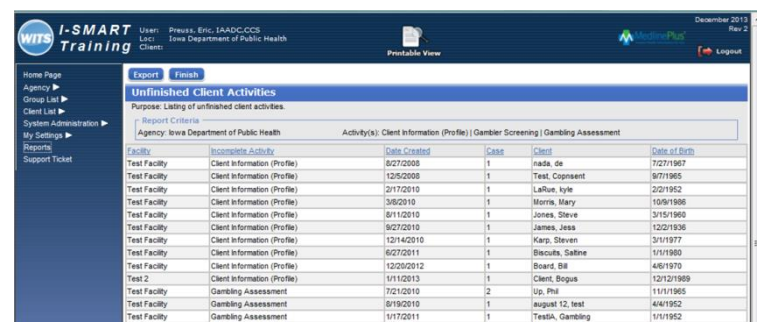
Under “Choose Activities,” select:

- Client Information (Profile)
- Gambler Screening
- Gambling Assessment

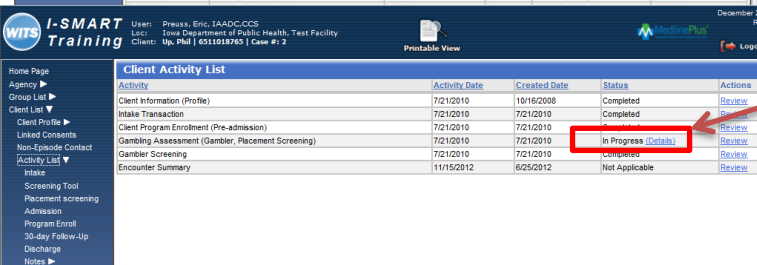
Click on “On Screen” or “Export” to see the results:



Be aware for the Client Profile, that the report will return all unfinished activities, including Substance Abuse Treatment.



Look up each client, and then go to the Client Activity List to determine what information needs entered for the activity.



In this example, the client’s Gambling Assessment (Gambler Placement Screening) is “in Progress”. Click on “Details” to see what needs completed. Click on “Review” to open the activity and enter the missing information.